NATIONAL WATER TRAILS SYSTEM

APPLICATION FOR DESIGNATION



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To complete this application, first save this file as a PDF using the following naming convention:
'NWTS_[trail name]_[mm.dd.yy].pdf'. Once the application is complete, email the saved file and any supporting materials to NWTS@nps.gov using the subject line 'NWTS Application [trail name]'.

There are six sections within this application.

SECTION1: TRAIL INFORMATION

ASIC WATER TRAI	L INFORMATION
Water trail name	
Water trail location	
Briefly describe the phys	sical location of your water trail, particularly in relation to landmarks.
Directions to water t	rail
	latitude/longitude for access points, portages, locks, and dams .Example: "From Springfield, take
	to park entrance. Many access points in River City: Marina Park launch [River Mile 8/40. 8844 deaterfront park [River Mile 4/40. 8773 deg N; –73.8690 deg W]…"
City(ies)/ i ownsnip(s	s) crossed by the water trail
State(s)	
Congressional Distri	ict(s)
Existing water trail w	vebsite (specifically for this water trail)

DETAILED WATER TRAIL INFORMATION

Length of water trail		
miles loop?		
Other existing designations		
Additional national designations		
Additional state designations		
Uses and Activities		
Boating, motorized	Heritage and History	
Boating, nonmotorized: Canoeing	☐ Ice Skating	
Boating, nonmotorized: Kayaking	Swimming	
Boating, nonmotorized: Rafting	Swimming: Diving/Snorkeling	
Boating, nonmotorized: Sailing	Swimming: Wading	
Boating, nonmotorized: Tubing	Wildlife Observation	
Camping		
Fishing		
Other uses		
Notes		
Accessibility Information Available?		
Trailhead signage Brochure	Website	
Other		
Water trail & surrounding surfaces		
Water, rapids	Rock, boulders	
Water, moderate moving	Rock, smooth	
Water, slow moving	Sand	
Water, still	Soil	
Grass or vegetation	Snow or ice	

Short description of the water trail
A quick overview of the water trail for news releases and website content; 150–300 words recommended.
Long description of the water trail
An in-depth description of your water trail; 500–800 words recommended. State how your trail is nationally significant and
what sets your trail apart from others. Highlight the trail's main features and benefits.
VISITATION INFORMATION
Open dates Enter mm/dd to mm/dd Open From / to //
Times of operation
Open 24 hours Open sunrise to sunset
Open from to
Seasonal closures
Fees
Admission fee \$
Parking fee \$ Parking fee
Permit fee \$
Visitation and fee notes

SECTION 2: BEST MANAGEMENT PRACTICES

Designated water trails must meet the following NWTS benchmarks for best management practices (BMP). For each of the categories below, please describe in detail how your trail and managing agency(ies) strive for and implement each best management practice. If you need additional space, please attach a Word file along with this application as directed in Section 6.

Mission Statement

Please provide a mission section. The mission state the outstanding qualities	ement will be used in pr	ess releases and on t	•	

Please continue to the next page for individual BMP categories.

Recreation Opportunities: The water trail route has established public access points that accommodate a diversity of trip lengths and provide access to a variety of opportunities for recreation and education.		
Please describe in detail how your trail and managing agency(ies) strive for and implement this best management practice.		

Education: The water trail users are provided with opportunities to learn about the value of water resources, cultural heritage and boating skills and outdoor ethics.		
Please describe in detail how your trail and managing agency(ies) strive for and implement this best management practice.		

Restoration: The water trail provides opportunities for communities to develop and implement strategies that enhance and restore the health of the local waterways and surrounding lands.		
Please describe in detail how your trail and managing agency(ies) strive for and implement this best management practice.		

Community Support: Local communities provide support and advocacy for the maintenance and stewardship of the water trail.
Please describe in detail how your trail and managing agency(ies) strive for and implement this best management practice.

Public Information: The public is provided with accessible and understandable water trail information, including details for identifying access and trail routes; cultural, historic, and natural features; hazards; and water quality. The water trail is promoted to the community and broad national audience. Please describe in detail how your trail and managing agency(ies) strive for and implement this best management practice.		

Please describe in detail how your trail and managing agency(ies) strive for and implement this best management practice.

Planning: The water trail managers maintain a water trail plan that describes a vision, desired future conditions and strategies to strengthen best management practices.		
Please describe in detail how your trail and managing agency(ies) strive for and implement this best management practice.		

SECTION 3: PRIMARY CONTACT INFORMATION

APPLICANT CONTACT INFORMATION

City

Phone

Email

Website

Please provide contact information for the primary water trail managing agency or organization. The managing agency listed here will be used on the NWTS website where general overviews of the trail are provided. If multiple managers exist, there are two additional secondary contact information sections that follow. If more than three managing agencies or organizations are involved either duplicate the section below or provide the same information for additional managers in an attachment with this application as specified in Section 6.

Primary Water Trail Managing Agency or Organization Example: Smith County Parks and Recreation **Agency Unit** Example: Jones Lake Park **Trail Manager Information** First Middle Initial Last Title Position Mailing Address City ZIP State Shipping Address (if different from mailing address)

State

Fax

ZIP

DESIGNATION LETTER

If the water trail is designated as part of the NWTS, a letter of designation will be delivered along with the NWTS certificate to the street address of the managing agency or organization. The **trail manager's name** will be on the letter. However, if you would like a different name (department head, mayor, president of the organization, etc.) and/or address to appear on the letter, please enter the information below.

Designation Letter Information	n	
First	/liddle Initial Last	
Title		
Position		
Mailing Address		
City	State	ZIP
Phone		

SECONDARY APPLICANT CONTACT INFORMATION

Secondary Water Trail Managing Agency or Organization		
Example: Smith County Parks and Recreation		
Agency Unit		
Example: Jones Lake Park		
Trail Manager Information		
First Middle Initial Last		
Title		
Position		
Mailing Address		
City State ZIP		
Shipping Address (if different from mailing address)		
City State ZIP		
Phone Fax		
THORE		
Email		
Website		

SECONDARY ADDITIONAL APPLICANT CONTACT INFORMATION

Secondary Water Trail Managing Agency or Organization		
Example: Smith County Parks and Recreation		
Agency Unit		
Example: Jones Lake Park		
Trail Manager Information		
First Middle Initial Last		
Title		
Position		
Mailing Address		
City State ZIP		
Shipping Address (if different from mailing address)		
City State ZIP		
Phone Fax		
Email		
Website		

SECTION 4: OWNER CONSENT & STATE SUPPORT

In this section please list any documents that address the following requirements. You will need to attach these documents in an email along with your application, as directed in Section 6.

Requirements

1.	All water trail access points must be open to the public and have owner consent to be part of the water trail.	
Do	Document Name, Type, and Brief Description	

SECTION 5: PHOTO, MAPPING, AND LOGO

In this section please list any documents that address the following needs. You will need to attach these documents in an email along with your application, as directed in Section 6.

Photographs, Maps, and Logo

Please provide at least one high quality photograph that is representative of the water trail, one high quality map (preferable in PDF format) of the water trail, and one logo specific to the water trail (if available). The map should show a regional context for the water trail. Photographs, maps, and logo will be used in press releases and website materials, if the trail is designated. Below, list the file names and then provide a brief description or caption for each photograph, map, and/or logo.
Mapping Information
Please provide the information below. Provide a latitude and longitude coordinate that is representative of your water trail. This could be at the center line of your trail or at any other location along the trail. This information will be used to create a map "pin" of your trail to be included on the NWTS website, if the trail is designated.
Latitude and Longitude
X:

SECTION 6: SUBMITTING APPLICATION MATERIALS

SUBMITTING COMPLETED APPLICATION

Once you have completed and saved your application, make sure you have adopted the naming conventions below for both your saved application and your email subject line.

Naming conventions

Application: NWTS_[trail name]_[mm.dd.yy].pdf

Email subject line: NWTS Application [trail name]

Submitting application via email

The application and any supporting materials (see below) should all be attached to email and sent to NWTS@nps.gov.

ADDITIONAL SUPPORTING MATERIALS

As previous sections have noted, supporting materials should be submitted along with this application. There are three types of supporting materials:

- 1. Required information (photographs and maps)
- 2. Section responses, which require more space than allotted in the application, (BMP descriptions, additional contact information, etc.)
- 3. Materials not requested in the application that the manager deems important for the application reviewers (brochures, letters or resolutions of support, additional websites, etc.)

Instructions

For all additional supporting materials, a clear naming convention must be used. It is recommended that each document contains the name of the trail (or an easily identifiable acronym or shortened name), the section of the application to which the document pertains, and a clear name of the document itself. If files, including the application, cannot be sent in one email, subsequent emails can be sent quickly after the initial email. In this case, the subject line should be modified with "part 2."

Examples:

Subject line: NWTS Application Blue Trail part 2

BlueTrail Sec5 Photo1.pdf

BlueTrail_Sec5_Map.pdf

BlueTrail Sec3 Contact Info 4.docx

BlueTrail_Sec6_Brochure.pdf